



# **VIRGIN ISLANDS HOUSING FINANCE AUTHORITY**

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## **INVITATION FOR BIDS**

for

### **ESTATE MOUNT PLEASANT SINGLE FAMILY HOME CONSTRUCTION ADDENDUM I**

**IFB 002-2021-STX**

Issue date:

**February 1, 2021**

Submittal deadline:

**February 23, 2021**

Contact person:

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**Procurement/Contract Officer**

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**<https://www.vihfa.gov/procurement/solicitation>**



*Unlocking the Door to Affordable Housing*

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**IFB 002-2021-STX  
INVITATION FOR BIDS  
ESTATE MOUNT PLEASANT  
SINGLE FAMILY HOME CONSTRUCTION  
ADDENDUM I**

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**This addendum is issued to modify the previously issued IFB document and/or given for informational purposes and is hereby made a part of the IFB document. The Respondent must acknowledge the receipt of any and all addenda by completing IFB Cover Letter, Enclosure Document A.**

**The following sections are hereby amended/added:**

**2.0 SCOPE OF WORK**

Provide a bid for work as per these specifications:

The Respondent shall be responsible for furnishing all labor, tools, materials, equipment, miscellaneous supplies and services necessary to construct each single-family home in accordance with the Architectural Drawings and specifications listed here-in.

Plot clearing work shall be limited to the area required to construct the single-family homes and the septic system at the Department of Planning and Natural Resources (“DPNR”) minimum required distance from the home. The selected Respondent shall be responsible for pre- and post-construction termite treatments and cistern water tests, prior to the VIHFA and the VIHFA’s client accepting the home.

**Termite Treatment and Associated Warranty:**

The Respondent shall be required to perform a pre-slab termite treatment as well as a final perimeter treatment upon completion of the home construction. Further, the Respondent shall provide a five (5) year warranty for the termite treatment, commencing upon VIHFA and VIHFA’s client accepting the home.

The selected Respondent shall provide a project schedule for milestone progress on the following items within ten (10) calendar days following the execution of contract:

- Start date and 100% completion date of each Single-Family Home Construction.
- Completion date of each of the following for each home: Cistern, Floor Slab, Bond Beam, Roof, 80% Completion (Windows, Doors and Plastering) and 100% Completion.

The project schedule shall be an overall schedule encompassing all six homes and depicting each of the above referenced stages for each home.

The selected Respondent shall provide timely submittal, in writing, of the following items for review and approval:

- Windows & Doors
- Kitchen & Bathroom Cabinets & Countertops
  - Kitchen and bathroom cabinets and countertops must meet the minimum standards set forth by the Kitchen Cabinet Manufacturers Association (KCMA). For information in this regard visit: <http://www.kcma.org/certifications/ansi-kcma-standard>.
  - Additionally, no pressed wood will be permitted in any of the cabinets and countertops (nor anywhere in the home). All cabinets installed shall be constructed of PVC material.
  - All kitchen cabinets shall include upper cabinets above the refrigerator location. And, where no CMU block wall is shown adjacent to the open end of the refrigerator a double ¾” side panel shall be provided. Please see **Attachment E, Kitchen Cabinets Update**. The drawings clarify this addition.
  - All exposed surfaces must be waterproofed (interior and exterior of cabinets and countertops).
- All Plumbing & Electrical Fixtures
- Water Pump, Pressure Tank and Water Heater
- Bathtub, if Applicable
- and any other items specifically requested by VIHFA.

**Water Supply from WAPA Meter to Home Supply:**

The Respondent shall be required to install, connect, and test a water supply line from the WAPA water meter to the home supply. As usual all work shall be completed in a good workmanlike manner and in accordance with all applicable building codes, WAPA requirements and industry standards. This work shall include a pressure reducing valve and water shutoff valves valve boxes and any other required items.

**Pressure Test on Water Supply Lines:**

The Respondent shall complete a pressure test on all water supply lines to ensure there are no leaks in any of the lines. The Respondent shall inform VIHFA’s Construction Manager when each pressure test has been set up and provide sufficient time for inspection and monitoring.

**Egress Windows:**

The construction plans specify Single Hung Egress Windows at size 2’-8” x 4’-0”, however this does not meet the building code for egress windows, therefore Respondents shall provide for increasing the egress window sizes to ensure that they meet the current building code requirements.

**Handicap Ramp on Home Plans for Plot 2-22 (Attachment D5):**

For Clarity, the ramp and landing(s) for entry to the home shall be constructed to meet current ADA requirements.

The VIHFA shall provide permit ready plans and the building and earth change permits to the selected Respondent. The selected Respondent shall be responsible for obtaining the Electrical, Plumbing and any other required permits. The selected Respondent shall be responsible for obtaining the final Electrical and Occupancy Certificate from DPNR as well. The selected Respondent shall request all DPNR progress inspections in writing and gain said approvals in writing. The Respondent shall inform the VIHFA's Construction Manager ("CM") assigned to the project of all inspection requests in order to provide a minimum of forty-eight (48) hours for VIHFA's inspection. All said DPNR inspection approval documents shall be submitted to VIHFA's CM within five (5) business days. In the event that DPNR fails an inspection, the failed inspection shall also be communicated in writing to the VIHFA's CM within forty-eight (48) hours. Additionally, the selected Respondent shall coordinate with the VIHFA for any required progress inspections and final inspections.

The Respondent shall also be responsible for creating and maintaining a detailed written record of all delays incurred on the project. The Respondent shall share this information with the VIHFA's CM on a weekly basis.

## **2.1 PROJECT FOREMAN**

The Respondent shall maintain an experienced project foreman who will be responsible for coordinating the construction work to ensure compliance with the project requirements (plans, specifications, building codes, project directives, etc...) and proper order and process of construction work.

## **2.2 CONTACT INFORMATION**

The Respondent shall provide contact information for the purpose of facilitating and maintaining regular communication with VIHFA. This contact information shall include a minimum of a reliable company phone number and email address. The said contact information shall be monitored regularly and used to facilitate an open line of communication with the VIHFA.

## **13.0 INVITATION FOR BID SCHEDULE**

The following deadlines are associated with this IFB:

<b>IFB SCHEDULE</b>	<b>DATE</b>	<b>TIME</b>
IFB Issue date	January 11, 2021	
Pre-Bid Conference	January 20, 2021	2:00 p.m.
Site Tour (Project Site Walk-Through)	February 9, 2021	10:00 a.m.
Final date to submit written questions	February 11, 2021	
IFB Submittal Deadline	February 23, 2021	2:00 p.m.
IFB Bid Opening	February 23, 2021	2:30 p.m.

The VIHFA reserves the right to change the IFB Schedule by issuing an Addendum at any time.

## **15.0 MANDATORY PRE-BID CONFERENCE**

The VIHFA will conduct a **mandatory** virtual Pre-bid Conference at **2:00 p.m.** Atlantic Standard Time (“AST”) on **January 20, 2021**. Participants may join the meeting via Zoom at <https://us02web.zoom.us/j/82271870502>, Meeting ID 822 7187 0502.

It is highly recommended that prospective Respondents thoroughly review the requirements of the IFB prior to the Pre-Bid Conference. **All prospective Respondents are required to participate in the virtual pre-bid conference.**

### **SITE TOUR (Project Site Walk-Through):**

A site tour (project site walk-through) has been scheduled at **10:00 a.m.** Atlantic Standard Time on **Tuesday, February 9, 2021**. The VIHFA’s Construction Manager, Mr. Michael Hendershot will coordinate the site tour and will meet anyone interested in attending at the project site (across from Plaza Extra West Supermarket). **Please see Attachment F, Site map with the subject plots highlighted in green.**

## **16.0 DELIVERY OF BID PACKAGE**

All responses to this IFB are to be submitted no later than **2:00 p.m.** on **February 23, 2021**.

**Bid Packages must be submitted via email: [procurement@vihfa.gov](mailto:procurement@vihfa.gov).** The VIHFA will not consider fax submission of a bid or email submissions received after the deadline and submissions submitted to the wrong email address.

The email subject line must be clearly marked **“IFB BID – Estate Mount Pleasant Single Family Home Construction”**. The VIHFA will log all received bid packages with the date and time of receipt. Bids received after the deadline will be considered **LATE** and will **not** be opened or considered.

## **17.0 VIRTUAL BID OPENING**

The VIHFA will conduct a virtual Bid Opening at **2:30 p.m.** AST on **February 23, 2021**. Participants may join the meeting via Zoom at <https://us02web.zoom.us/j/85046957112>, Meeting ID: 850 4695 7112.

### **Enclosures**

- |                                |  |
|--------------------------------|--|
| <b>1. Enclosure Document A</b> | <b>IFB Cover Letter</b>                                    |
| <b>2. Enclosure Document B</b> | <b>Non-Collusive Affidavit</b>                             |
| <b>3. Enclosure Document C</b> | <b>Debarment Certification Form</b>                        |
| <b>4. Enclosure Document D</b> | <b>Corporate Document Checklist Form</b>                   |
| <b>5. Enclosure Document E</b> | <b>Respondent’s Qualification Statement Form (Revised)</b> |
| <b>6. Enclosure Document F</b> | <b>Bid Sheet</b>   |

### **Attachments**

- |                        |   |
|------------------------|---|
| <b>1. Attachment A</b> | <b>VIHFA Affordable Housing Guidelines</b>              |
| <b>2. Attachment B</b> | <b>Easement Over Plot 2-24 Estate Mount Pleasant</b>    |
| <b>3. Attachment C</b> | <b>Location Map – Estate Mount Pleasant Subdivision</b> |
| <b>4. Attachment D</b> | <b>Permit Ready VIHFA Plans</b>                         |
| <b>a. D1</b>           | <b>Plot 2-17 Estate Mt. Pleasant</b>                    |
| <b>b. D2</b>           | <b>Plot 2-18 Estate Mt. Pleasant</b>                    |
| <b>c. D3</b>           | <b>Plot 2-20 Estate Mt. Pleasant</b>                    |
| <b>d. D4</b>           | <b>Plot 2-21 Estate Mt. Pleasant</b>                    |
| <b>e. D5</b>           | <b>Plot 2-22 Estate Mt. Pleasant</b>                    |
| <b>f. D6</b>           | <b>Plot 2-24 Estate Mt. Pleasant</b>                    |
| <b>5. Attachment E</b> | <b>Kitchen Cabinet Update</b>                           |
| <b>6. Attachment F</b> | <b>Site Map</b>   |

**The Virgin Islands Housing Finance Authority (“VIHFA”) is providing a response to questions asked by potential Respondents. Below are the questions and the responses as follows:**

1. Is the home to connect to a sewer line or a septic tank/drain field? The site plan shows an existing sewer line, but the plan also shows details for a septic/drain field.  
Each home will connect to an existing sewer lateral, except for one home. The home on Plot 2-24 will require a septic system.
2. All plans include septic system detail sheets, but site plans are calling for a connection to existing sewer lines. Do parcels 2-17, 2-18, 2-20, 2-21 & 2-22 require septic systems or a connection to sewer? Are the existing sewer line terminations on the lot or in the public right of way?  
Please see answer to question number one (1). Further, the existing sewer laterals should be on the lot. Note, all bidders are encouraged to join the scheduled Site Tour (site walk-through).
3. If [the Respondent is] going to be providing 5% in certified funds in lieu of the bid bond, 1) how would that be delivered if submitting a bid by email and 2) would that roll into the 20% cash escrow if being done instead of a performance/bid bond.  
The 5% should be in the form of a bid bond, which is separate from the required performance and payment bond of the selected Respondent. A copy of the Bid Bond should be included in your package as specified in section 18.0, Format of Bid Package.
4. My company does not have the 5 residential homes in USVI (my local employees do but not with my company). I have been licensed for 3 years in the USVI and have spent the last 1.5 years renovating/repairing a 75-unit condominium project on St. Thomas. The project was almost \$8,500,000 and currently have 22 employees (all locals from St. Croix and St. Thomas. Will also have numerous references. Not sure if that would be adequate to bid on the job or not.  
Respondents are required to have a minimum of five (5) homes in the past ten (10) years in the USVI. However, any Principal of the company with the proven number of homes within the past ten (10) years in the USVI will be considered for award of this IFB.

5. In the “Invitation for Bids”, page 1, paragraph 2, it says that the six lots are “ready to be built upon”. What does this description entail? Have the lots been cleared?

This means that the property has been subdivided and infrastructure is in place. It does not mean that the properties have been or will be cleared. The Selected Respondent will be required to clear the properties as outlined in the IFB. All bidders are encouraged to attend the Site Tour (site walk-through).

6. Is excavation and compaction a part of the proposal?

Yes, in order to complete the construction of the homes as described by this IFB.

7. Are appliances part of the proposal?

No, kitchen and laundry appliances are not required. However, water pump, pressure tank, water heater, and single cartridge water filter...etc. will be required.

8. Are propane tanks part of proposal?

No. However, an 18” x 18” paver or concrete pad will be expected in the location where a tank will be placed by the future homeowner. And if not clarified in the plans VIHFA will select the location for the pad. Also note, a Schedule 40 PVC sleeve will be required from the propane tank location to the kitchen range location (for the copper gas line). The Selected Respondent WILL NOT be required to install the gas line.

9. Sheet 2-15 says trees are to be planted and maintained. Is this part of the proposal? If so, is there an allowance on the trees?

No, no trees will be required.

10. Does exterior plaster get painted?

Yes, all finishes to complete the home will be required.

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Estate Mount Pleasant Single Family Home Construction – Addendum I



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